

**Appendix C**  
**PRODUCTION OPERATIONS GUIDE FOR NPPS**



## PRODUCTION OPERATIONS GUIDE FOR NPPS

This appendix provides the necessary information for Production Support personnel to perform an Agency Consolidated Payroll and Personnel daily business process.

### OPERATIONAL DESCRIPTION

Each of ten NASA Centers' payroll will be performed from a single, consolidated NPPS and will execute within the logical partition (LPAR), NAPROD, provided by the NASA Automated Data Processing (ADP) Consolidation Center (NACC). Payroll business activities will be conducted as an agency by the Consolidated Payroll Office (CPO) located at Marshall Space Flight Center (MSFC). Personnel business activities will continue to be functionally supported by personnel offices at each respective Center. Center unique reporting and interfaces to NPPS will also be functionally supported at each of the Centers.

### USER INTERFACE

- LOG ON/OFF - Users will login through the C/L SUPER SESSIONS MENU and select CPO-PROD, "CONSOLIDATED NPPS - PROD" which invokes access to the consolidated NPPS environment. The user will be prompted to select core NPPS or site unique operations.
- SECURITY – Designated NPPS User IDs will be distributed to the Center users as designated in the Agency Payroll Consolidation Security Procedures.
- PRINT CAPABILITIES – Core printing is provided from NPPS at the requested site through the Batch Job Scheduler (BJS) and through TSO. Dual print reports are those that need to be printed simultaneously at the CPO and Centers, as needed. Examples of these are the Personnel Mature Reports. At the Centers' discretion, site unique reports are run through the Site Unique BJS or by alternate methods such as TSO and printed at the Centers' local printers.
- ARCHIVED REPORTS – CPO and Centers have identified certain critical reports which utilize the Administrative Data Optical Storage System (ADOSS). These archived reports can be retrieved using ADOSS software.

## MAIN MENU PROCESSING

CPO-Unique modules AGMMM01 and AGMM001, in library AGNP\*HOM, have been created to provide an entry to NPPS that will allow the User to choose either Core or Site Unique processing. This has been called the “Start-Up Menu”. Unique module AGMM001 also provides for pop-up notifications to the User immediately upon database entry – a tool used biweekly and at special processing times.

Two core modules must be modified to also assist in this main menu maneuvering. NPO0000 has a word added to its “ALERT” line of the first NPPS screen to clarify which database the User has just entered. For example: “\*\* PRODUCTION \*\* ALERT” or “\*\* TEST \*\* ALERT”. The NPO0000 also refers to the correct “Start-Up Menu” library, depending upon which database it is in. Example: AGNPPHOM or AGNPTHOM. The modifications to NPO0000 and map NPM0000 for the NPPS Main Menu, allow the User to return to the CPO Unique “Start-Up Menu” screen. They allow screen processing via the F5 key or entering Option 5.

More details on this menu processing reside in the CNPPS 1620 20000016 folder.

## CENTER UNIQUE OPERATIONS

With the exception of one core file, NPS2-PERACT-INT (#238) (an updateable personnel data file), all Center unique interfaces are the responsibility of each Center and are set up as ‘Read-Only’ access to the Core NPPS database.

## DISASTER RECOVERY

In the event of a disaster at the Consolidated NPPS site, Marshall Space Flight Center, the most recent set of weekly backup tapes will be shipped to a hotsite location. The Consolidated NPPS environment will be loaded at the hotsite, with all users given the new location’s access name. Users will be able to perform the majority of normal functions, and payroll will be able to be processed.

In the event of a disaster at a NASA Agency center other than Marshall Space Flight Center, payroll will be slightly delayed if the affected center can submit its time and attendance data within 24 hours of the normal deadline. If not, payroll processing will proceed with all other centers’ time and attendance files. The affected center will have the previous pay period’s net pay amounts sent to the Treasury with the normally processed center’s data. Processing of that pay period’s actual time and attendance for the center affected by the disaster will occur as soon as its data is available. The net pay amounts made will be handled as miscellaneous deductions.

## PRODUCTION OPERATIONS INDEX

Each critical job will be treated as a separate section. The information for each section will include a brief overview, the expected execution schedule, data inputs expected for each process, any special instructions, and an output validation and product checklist. The Consolidated NPPS Operational Support team maintains the BJS for all core jobs listed here. The Operations Owner/User will be listed in each separate section. Initiation Procedures, including the use of the BJS, and Monitoring Procedures are explained in detail in section 5.0 of the UOG.

The batch jobs are separated into predefined NPPS processes and individual reports, each of which may be run independently.

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**Table C-1 PRODUCTION OPERATIONS INDEX**

**CA00006 Payroll Pay Period Initialization****OPERATIONS OVERVIEW**

This is a multipurpose consolidated job with the primary purpose of initializing the payroll master file for the new pay period. A number of payroll processes and reports are also steps in this job, and the transaction history file will be initialized in this run. A backup is taken at the beginning of this job. The steps contained in the job are as follows.

- Step 1 Transaction Report created for the current day
- Step 2 Payblock changes effective for the new pay period that were entered in the current pay period are applied
- Step 3 Normals equate (sets old Normals fields to the values of the corresponding new Normals fields)
- Step 4 Pay period initialization to initialize the data fields reused each pay period (and the quarterly and monthly accumulator fields when appropriate)
- Step 5 Initialize Transaction History file
- Step 6 Recompute FEGLI age group for each employee
- Step 7 Payroll control data update
- Step 8 Delete matured payroll suspense records
- Step 9 Set Payroll data lock flag to blank
- Step 10 Gains and losses to normals from payblock migration (moving employees from one payblock to another) producing a report
- Step 11 Refresh the database file NPS2-PAY-TA-DATA to prepare for an accurate run the next pay period

**OPERATIONS OWNER/USER**

Consolidated Payroll Office.

**EXECUTION SCHEDULE**

This job is to be performed after the final reporting jobs for payroll (CA00004 and CA00005) have been run. This is the initialization which begins each pay period cycle.

**DATA INPUTS**

The only input for this job is to choose the Centers to be run.

**SPECIAL INSTRUCTIONS**

None

## OUTPUT VALIDATION AND PRODUCT CHECKLIST

The following outputs are produced from the various steps of the procedure.

- Step 1 Report 201 – Daily Transaction Report
- Step 2 Report 6170 – Payblock Changes
- Step 3 Report 6070 - Normals Equate  
NPS2-PAY-MASTER, NPS2-NORM-FILE updated
- Step 4 Report 6060 – Pay Period Initialization Report  
NPS2-PAY-MASTER, NPS2-MER-FILE updated  
Work file created with Logon Security Errors
- Step 5 Report 8000 – Transaction History Report  
Work File created with Logon Security Errors  
NPS2-PAY-IMFH – records deleted
- Step 6 NPS2-PAY-MASTER – updated
- Step 7 Report 4070 – Payroll Control Auto Update  
NPS2-PAYCTL-TABLE – updated
- Step 8 Report 6140 – Payroll Batch Mature  
NPS2-PAY-SUSPENSE – records deleted
- Step 9 NPS2-PAYCTL-TABLE – updated
- Step 10 Report 505 - Gains and Losses to Normals from Payblock Migration



## ***CA00009 Payroll Normals Recomputation***

### OPERATIONS OVERVIEW

The purpose of this consolidated job is to recalculate normals for each eligible employee and accumulate totals by payblock and installation. The following steps will be executed.

- Step 1     Normals equate (sets old Normals fields to the values of the corresponding new Normals fields)
- Step 2     Normals recalculation error report
- Step 3     Normals equate again (sets old Normals fields to the values of the corresponding new Normals fields)

### OPERATIONS OWNER/USER

Consolidated Payroll Office

### EXECUTION SCHEDULE

This job must be run following job CA00006 each pay period. It is also run following Core Table installations and can be run on request.

### DATA INPUTS

The only input for this job is to choose the Centers to run.

### SPECIAL INSTRUCTIONS

This job may be rerun if an error occurs in processing.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

The following outputs are produced from the various steps of the procedure.

- Step 1     NPS2-PAY-MASTER, NPS2-NORM-FILE updated
- Step 2     Report 6080 - Normals Recalculation Error Report  
              NPS2-PAY-MASTER, NPS2-NORM-FILE updated
- Step 3     Report 6070 - Normals Equate  
              NPS2-PAY-MASTER, NPS2-NORM-FILE updated

## ***NE0SF50 Personnel SF 50***

### OPERATIONS OVERVIEW

This job is run either in batch or online to print out employee data on SF 50s. The user has the option of printing on multi-part impact printer forms, onto a pre-printed sheet fed into laser printers or to have the form and data printed together through a xerox printer. The NE0SF50 job is automatically scheduled and run from the online SF50 process – SEL50 screen. The NE00400 job is scheduled manually through the BJS Process List.

### OPERATIONS OWNER/USER

Center Personnel Offices.

### EXECUTION SCHEDULE

The job is run on request.

### DATA INPUTS

If online – SEL50 screen – choose “SF50”.

One of the following:

- All that have not been printed
- Facility Code
- Clerk ID
- Effective date range
- Specific NOACs – up to 8
- Specific SSNs – up to 6

Any of the following:

- Alignment printing
- Disregard print flag
- Do not set print flag
- Select this number and stop
- Reprint last set

Online - SEL50 screen:

- Printer Destination options that may be entered on the screen are: "IMPACT", "LASER", and "XEROX". If left blank, the default as set up in the BJS will be used.

- Copies option to be entered on screen: May enter any number between 1 and 5. (Note above, does not affect Impact print, if chosen – automatically 1 set.)

#### Batch - NE00400:

- Printer Destination options that may be changed thru selecting "Y"es to modify Recipient List: "IMPACT", "LASER", and "XEROX". If left blank, the default as set up in the BJS will be used.
- Copies option to be entered on parameter screen that is displayed. User may enter any number between 1 and 5. (Note above, does not affect Impact print, if chosen – automatically 1 set.)

### SPECIAL INSTRUCTIONS

- The Batch Job Scheduler (BJS) Print Directory "Type" must contain the following characters for the code to understand it needs to format the data accordingly: "XER" for xerox printers, "IMP" for impact printers and "LAS" for laser printers.
- The BJS Privacy Label option may be turned "off" if banners are not wanted - especially for defaults of impact printing.
- The BJS Print Recipient List must be "Y" for batch job NE00400 to allow changing the recipient list – the only way to modify print destination & number of copies in the batch option.
- The User must say "Y" to change recipient list for NE00400 to modify print destination or number of copies.
- If Impact printer chosen, only "1 set" will be printed, regardless of number of copies requested.
- If Xerox printer chosen, copies will be collated. Example all "Employee Copies" will print together, all "Payroll Copies" together, etc.
- If Laser printer chosen, each SF50 prints Copy 1, Copy 2, etc. - not collated.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

SF 50 forms are printed.

## ***NE0SF52 Personnel SF 52***

### OPERATIONS OVERVIEW

This job is run either in batch or online to print out employee data on SF 52s. The user has the option of printing on multi-part impact printer forms, onto a pre-printed sheet fed into laser printers or to have the form and data printed together through a Xerox printer. The NE0SF52 job is automatically scheduled and run from the online SF50/SF52 process – SEL50 screen. The NE00410 job is scheduled manually through the BJS Process List.

### OPERATIONS OWNER/USER

Center Personnel Offices.

### EXECUTION SCHEDULE

The job is run as required.

### DATA INPUTS

If online – SEL50 screen – choose “SF52”.

One of the following:

- All that have not been printed
- Facility Code
- Clerk ID
- Effective date range
- Specific NOACs – up to 8
- Specific SSNs – up to 6

Any of the following:

- Alignment printing
- Disregard print flag
- Do not set print flag
- Select this number and stop
- Reprint last set

Online - SEL50 screen:

- Printer Destination options that may be entered on the screen are: "IMPACT", "LASER", and "XEROX". If left blank, the default as set up in the BJS will be used.

- Copies option to be entered on screen: May enter any number between 1 and 5. (Note above, does not affect Impact print, if chosen – automatically 1 set.)

#### Batch - NE00410:

- Printer Destination options that may be changed thru selecting "Y"es to modify Recipient List: "IMPACT", "LASER", and "XEROX". If left blank, the default as set up in the BJS will be used.
- Copies option to be entered on parameter screen that is displayed. User may enter any number between 1 and 5. (Note above, does not affect Impact print, if chosen – automatically 1 set.)

### SPECIAL INSTRUCTIONS

- The Batch Job Scheduler (BJS) Print Directory "Type" must contain the following characters for the code to understand it needs to format the data accordingly: "XER" for Xerox printers, "IMP" for impact printers and "LAS" for laser printers.
- The BJS Privacy Label option may be turned "off" if banners are not wanted - especially for defaults of impact printing.
- The BJS Print Recipient List must be "Y" for batch job NE00410 to allow changing the recipient list – the only way to modify print destination & number of copies in the batch option.
- The User must say "Y" to change recipient list for NE00410 to modify print destination or number of copies.
- If Impact printer chosen, only "1 set" will be printed, regardless of number of copies requested.
- If Xerox printer chosen, copies will be collated. Example all "Employee Copies" will print together, all "Payroll Copies" together, etc.
- If Laser printer chosen, each SF50 prints Copy 1, Copy 2, etc. - not collated.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

SF 52 forms are printed.

***NE00001 Personnel Planning Actions Report*****OPERATIONS OVERVIEW**

This job is run to produce a report after planning actions have been generated. The job is automatically placed on the job queue by the online planning action process if any actions with Nature of Action Codes of 891 and 893 (Within Grade Increase) or 943 (Thrift Savings Plan) are placed on the NPS2-PER-SUSPENSE file.

**OPERATIONS OWNER/USER**

Center Personnel Offices.

**EXECUTION SCHEDULE**

This is run after planning actions have been generated, usually at the beginning of each month.

**DATA INPUTS**

The following input parameters must be provided.

Report sequence of SSN, NOAC, effective date or report sequence of name, NOAC, effective date.

**SPECIAL INSTRUCTIONS**

None.

**OUTPUT VALIDATION AND PRODUCT CHECKLIST**

This job produces the following report.

Report 356 - Excess LWOP Report

***NE00003 Personnel Daily Reports***OPERATIONS OVERVIEW

This job is run to print reports of the messages written daily in order to maintain a transaction audit trail. The job produces reports for both Personnel and Payroll.

OPERATIONS OWNER/USER

Center Personnel Offices are owners, both Center Payroll and Personnel Offices are users.

EXECUTION SCHEDULE

This job may be run daily after daily online input has been completed.

DATA INPUTS

None.

SPECIAL INSTRUCTIONS

None.

OUTPUT VALIDATION AND PRODUCT CHECKLIST

This job produces the following reports.

Report 152 - Table Action Report

Report 9600 - Master time Recalculation Report

Report 9610 – Automatic Performance Rating

Report 201 - Transaction Report (Payroll)

Report 5010 - Administrative Transaction Report

## ***NE00004 TSP Letter***

### OPERATIONS OVERVIEW

This job is executed on request to produce the TSP letter.

### OPERATIONS OWNER/USER

Center Personnel Offices.

### EXECUTION SCHEDULE

This job is run on request.

### DATA INPUTS

This job requires that 2 processing flags are set; one flag is set to print 943 and the other flag is set to disregard 943 print status.

### SPECIAL INSTRUCTIONS

None.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

Outputs from the job are a TSP letter for each employee (Report 254A and 254B TSP Letter).



***NE00010 Appr Act Not Reg 50***

OPERATIONS OVERVIEW

This job is run to generate memos of approved personnel actions that do not require an SF 50 to be printed.

OPERATIONS OWNER/USER

Center Personnel Offices.

EXECUTION SCHEDULE

This job is run on request.

DATA INPUTS

The following are inputs to this job.

Whether to disregard print flag (this will result in another print-out even though one has already been produced and the print flag has been set)

Whether to print actions with NOAC

Desired sort sequence (name or organization assigned)

Facility Code

SPECIAL INSTRUCTIONS

None.

OUTPUT VALIDATION AND PRODUCT CHECKLIST

The following output is produced.

Report 151 - Approved Action Not Requiring a SF 50

NPS2-PER-SUSPENSE updated to indicate memo has been printed

***NE00081 Annual Comparability Increase (ACI)***OPERATIONS OVERVIEW

This job is run to calculate each employee's Annual Comparability Increase.

OPERATIONS OWNER/USER

Center Personnel Offices.

EXECUTION SCHEDULE

This job is scheduled through the online ACI screen as required, typically in January each year.

DATA INPUTS

- Authority codes
- Effective date
- Pay Table code
- Grades
- Print memo in lieu of SF50 Y/N?
- Perform updates in Batch Y/N?

SPECIAL INSTRUCTIONS

When the entire Agency is performing ACI in January, these jobs should be run in Batch mode – as chosen on the ACI screen. This allows adequate monitoring of the job.

There is JCL to support this job (NE00081), however it can not be scheduled through the BJS and thus has no Job or Report Directory information.

OUTPUT VALIDATION AND PRODUCT CHECKLIST

The NPS2-PER-SUSPENSE file is updated.

## ***NE00096 Personnel Master Time File Recalculation***

### OPERATIONS OVERVIEW

This job is run to update time-dependent fields (Age: Current, Grade: Time-in-Grade, Install: Time Current, SCD: Fed Years, and SCD: NASA Years) on NPS2-PER-MASTER.

### OPERATIONS OWNER/USER

Center Personnel Offices.

### EXECUTION SCHEDULE

The job is run as required.

### DATA INPUTS

None.

### SPECIAL INSTRUCTIONS

None.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

The following outputs are produced.

Updated file - NPS2-PER-MASTER

Report 9600 - Master Time Recalculation Report

***NE00366 Personnel Installation-Unique Interface*****OPERATIONS OVERVIEW**

This job is run to read personnel actions that have been placed on external file NPS2-PERACT-INT and write them to suspense (NPS2-PER-SUSPENSE). At the end of the job, the NPS2-PERACT-INT file will have been deleted.

**OPERATIONS OWNER/USER**

Center Personnel Offices.

**EXECUTION SCHEDULE**

This job is run on request and as an automatic final step in the daily Employee Express process CAEE014. (See Employee Express ICD.) Also note – CPO Unique module AG4060X is used to automatically Schedule the NE00366s as the final step in CAEE014.

**DATA INPUTS**

The NPS2-PERACT-INT file is input.

**SPECIAL INSTRUCTIONS**

None.

**OUTPUT VALIDATION AND PRODUCT CHECKLIST**

Outputs are as follows.

NPS2-PER-SUSPENSE file updated

Report 366 - Installation-Unique System Interface Major Errors Report

## ***NE00370 NASA Personnel Edit Error Report***

### OPERATIONS OVERVIEW

This job is executed to apply NASA Personnel edits to suspended personnel transactions.

### OPERATIONS OWNER/USER

Center Personnel Offices.

### EXECUTION SCHEDULE

This job is run on request.

### DATA INPUTS

None.

### SPECIAL INSTRUCTIONS

None.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

The following report is produced.

NASA Personnel Edit Error Report

Report 370 – Edit Bypass Messages

## ***NE00008 Personnel Batch Mature***

### OPERATIONS OVERVIEW

This job is executed to apply suspended personnel transactions to the database. As each transaction to be matured is selected from the NPS2-PER-SUSPENSE file, that transaction is completely re-edited unless edits were bypassed when the transaction was placed on this file. If a transaction fails any edit, it is not matured, and all subsequent transactions for that same employee are not matured. Each transaction successfully passing all edits updates the NPPS database.

The Personnel Batch Mature process also schedules job NE00002 (Mature Reports).

### OPERATIONS OWNER/USER

Center Personnel Offices.

### EXECUTION SCHEDULE

This job is run on request through Batch or Online, but can not run when the Mature Lock is on. This lock is set automatically between Jobs CA00004 and CA00006, and may be manually locked at other times. CPO requests that the mature process be run through Batch only during ACI processing in January of each year, to allow adequate monitoring of all Agency jobs.

### DATA INPUTS

This job is scheduled through the BJS Mature Process component. Inputs are as follows.

Effective date - Determines which suspended transactions are to be matured. Any suspended action is matured if the transaction effective date falls on or before the effective date supplied.

Which employees to be matured - Option provided to choose all employees by leaving SSN areas blank or only selected employees.

### SPECIAL INSTRUCTIONS

If the job aborts, the suspense data is corrected and the job is resubmitted.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

Outputs resulting from this job are as follows.

NPS2-PER-HISTORY file updated with a before-and-after image of the employee's master record

NPS2-PER-MASTER file updated

NPS2-PAY-MASTER file updated

NPS2-TALC-INT file updated (if TALC Prsnt Cntrl Flag = "Y")

NPS2-TX-FILE file update

NPS2-IMFH file updated

NPS2-PER-SUSPENSE file updated to flag transactions involved in the Mature process

This job schedules NE00002 which produces these reports:

Report 358 - Mature Transaction and Error Report

Report 359 - Mature Transaction Integration Report

## ***NE00002 Personnel Mature Reports***

### OPERATIONS OVERVIEW

The Personnel Mature Reports job is scheduled through the Online Mature Process automatically when the user elects to run the mature process online, or it may be scheduled in the BJS.

### OPERATIONS OWNER/USER

Center Personnel Offices are the owners, both the Center Personnel Offices and Center Payroll Offices are users.

### EXECUTION SCHEDULE

After transactions have been matured online, this is automatically submitted to the job queue of the BJS. Suspended actions that are matured and over five days old will be deleted from NPS2-PER-SUSPENSE at the end of this run.

### DATA INPUTS

If this job is scheduled through BJS, the user provides start and stop dates, facility code, and sort sequence when the job is scheduled.

### SPECIAL INSTRUCTIONS

This job will start only if the Mature Running control flag is "N" on the Personnel Control Screen. This will prohibit conflict between the reporting and mature update process.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

This job results in two reports.

Report 358 - Transaction/Error Report

Report 359 - Mature Integration Report



**CA00001 Payroll Batch Mature**SYSTEM OVERVIEW

This consolidated job is executed to read the NPS2-PAY-SUSPENSE file and deletes those actions that have already been matured.

OPERATIONS OWNER/USER

Consolidated Payroll Office.

EXECUTION SCHEDULE

The job is run as required, but must be run once each pay period to delete matured transactions.

DATA INPUTS

The input parameters for this job are selection date, sort sequence by name or SSN, and Centers chosen.

SPECIAL INSTRUCTIONS

None.

OUTPUT VALIDATION AND PRODUCT CHECKLIST

The following are output from this job.

Updated file - NPS2-PAY-SUSPENSE

Report 6141 - Payroll Batch Mature

Report 201 - Transactions Report

## **CA00003 Payroll Batch T & A**

### OPERATIONS OVERVIEW

This consolidated job uses the NPS2-PAY-TA-DATA file to process hours, compute pay and leave, and post results. Edit and control reports are produced from the process. Backups are taken both at the beginning and at the ending of this job. The steps of the job are as follows:

- Step 1    Verify T&A data is loaded via CPO unique module AGTACHK
- Step 2    Produce T&A cards and report for LWOP
- Step 3    Edit T&A cards
- Step 4    IMFH Processing Report produced
- Step 5    T&A Processing Report produced
- Step 6    Leave and Pay Processing Report produced
- Step 7    T&A Reported Hours Report produced
- Step 8    CPO Unique Daily Transaction Report (without Batch) produced

### OPERATIONS OWNER/USER

Consolidated Payroll Office.

### EXECUTION SCHEDULE

This job is normally run on Monday of pay week when the T&A card data preparation has been completed. This job must run after CA00006 in the current pay period.

### DATA INPUTS

The input to this component is provided through a mandatory standard interface file (NPS2-PAY-TA-DATA File) created by each installation. The format for this flat file, according to its Data Definition Module, is shown in Table C-3. Input parameters for sort sequence of Name or SSN are required for the reports that result from this job, and the Centers must be chosen.

This data is loaded prior to submission of CA00003, via TSO job APCTAALL. This job does a clean refresh of the database file NPS2-PAY-TA-DATA, loads the new T&A dataset information to the database file, copies the datasets from transient storage (as delivered from Centers) to permanent CPO backups, then deletes the transient files.

TYL	DB	NAME	F	LENGTH	S	D
		SINGLE HEADER RECORD: Center, Pay period ending date	A	12		
1	AA	NPPS-PAY-TA-CENTER	A	4	F	
1	AB	NPPS-PAY-TA-PB	A	2	F	
1	AC	NPPS-PAY-TA-SSN	A	9	F	D
1	AD	NPPS-PAY-TA-WEEK	A	1	F	
1	AE	NPPS-PAY-TA-SEQ	A	1	F	
1	BA	NPPS-PAY-TA-SHIFT	A	1	F	
1	BB	NPPS-PAY-TA-REG	P	3.2	N	
1	BC	NPPS-PAY-TA-OT	P	3.2	N	
1	BD	NPPS-PAY-TA-NITE	P	3.2	N	
1	BE	NPPS-PAY-TA-CT-EARN	P	3.2	N	
1	BF	NPPS-PAY-TA-HOL-WKD	P	3.2	N	
1	BG	NPPS-PAY-TA-SUN	P	3.2	N	
1	BH	NPPS-PAY-TA-HAZ	P	3.2	N	
1	BJ	NPPS-PAY-TA-AL	P	3.2	N	
1	BK	NPPS-PAY-TA-SL	P	3.2	N	
1	BL	NPPS-PAY-TA-CT-TKN	P	3.2	N	
1	BM	NPPS-PAY-TA-LWOP	P	3.2	N	
1	BN	NPPS-PAY-TA-SUSP	P	3.2	N	
1	BP	NPPS-PAY-TA-AWOL	P	3.2	N	
1	BR	NPPS-PAY-TA-HOL-LV	P	3.2	N	
1	BT	NPPS-PAY-TA-RSTR-LV	P	3.2	N	
1	CA	NPPS-PAY-TA-OTH-CD1	A	1	F	
1	CB	NPPS-PAY-TA-OTH-LV1	P	3.2	N	
1	CC	NPPS-PAY-TA-OTH-CD2	A	1	F	
1	CD	NPPS-PAY-TA-OTH-LV2	P	3.2	N	
1	CE	NPPS-PAY-TA-OTH-CD3	A	1	F	
1	CF	NPPS-PAY-TA-OTH-LV3	P	3.2	N	
1	CG	NPPS-PAY-TA-OTH-CD4	A	1	F	
1	CH	NPPS-PAY-TA-OTH-LV4	P	3.2	N	

**Table C-3 Format of NPS2-PAY-TA-DATA File**

## SPECIAL INSTRUCTIONS

The Pay Initialization (CA00006) job must be run before the Time and Attendance (CA00003) job. This job may be restarted if it aborts while processing a NATURAL step. Restart is required if the BJS log contains the message "\*\*\*nn RESTART IS REQUIRED FOR program name." The "nn" identifies which BJS support program caught the error (NPB40nn). Initiate restart by scheduling the job with an "R" using the BJS.

## OUTPUT VALIDATION AND PRODUCT CHECKLIST

This job produces the following output.

- Step 1 Ensures T&A Data has been loaded (exists) for all Centers
- Step 2 NPS2-PAY-TA-DATA file updated  
Report 3005 - T&A Cards for LWOP
- Step 3 Files updated -  
NPS2-PAY-TA-DATA  
NPS2-PAY-MASTER  
NPS2-MER-FILE  
NPS2-PER-MASTER  
NPS2-REG-FILE  
NPS2-PAY-TSP-ADJ  
NPS2-TAR-FILE  
NPS2-PAYMSG-TABLE  
NPS2-IMFH  
Report 3100 – First Report of T&A Errors
- Step 4 Reports 5101C, 5101M, 5101O, 5101T - IMFH Processing Reports
- Step 5 Report 5101B - T&A Processing Report
- Step 6 Report 203 – Leave and Pay Processing Report
- Step 7 Report 100 - T&A Reported Hours
- Step 8 Report 201B – Daily Transaction Report (CPO Unique)

***CA00004 Payroll Final Products and Reconciling Reports*****OPERATIONS OVERVIEW**

This consolidated job produces reports required for historical records and interfaces. It also produces standard payroll products required for terminating employees; generates payroll history for all employees on the payroll master files. A backup is taken at the beginning of this job.

**OPERATIONS OWNER/USER**

Consolidated Payroll Office.

**EXECUTION SCHEDULE**

This job must be run every pay period, following job CA00003.

**DATA INPUTS**

Following are input parameters for this job.

For several processes, whether sequence is Name or SSN, facility code is optional.

For the CFC Register, whether the sequence should be CFC code and name or CFC code and SSN (default equals CFC code and SSN)

For Payroll Register, whether to sort by name, SSN, payblock by name, or payblock by SSN; and selection of SSN, payblock, entire Center or totals only.

For Fund Source report, whether a selection of either the current pay period or FTE YTD and employee group (CSRS, FERS, neither, or all).

For New Hire data, batch number and pay period dates.

For NEBA, pay period ending date and sequence.

Centers chosen.

**SPECIAL INSTRUCTIONS**

None

**OUTPUT VALIDATION AND PRODUCT CHECKLIST**

The following reports and data are produced.

Files updated: NPS2-PAYHIST-ONE, NPS2-PAYHIST-TWO

Report 102 – Net Pay/Voluntary Allotment Register

Report 103 – Net Pay-Non-EFT

Report 106 – Payroll Cash Awards

Report 117 – Cash Awards Edit Listing

Report 201 – Audit Transaction Report (CPO Unique module AGB201AU)

Report 202 – Payroll Register and datasets

Report 204 – T&A Paid Hours

Report 314 – TSP Transmission Tape Listing

Report 402 – CFC Register

Report 403 – SF2812 Withholding and Contributions for FEHB, FEGLI, and Retirement

Report 406 – SF1166 Voucher and Schedule of Payments

Report 456 – NEBA Biweekly summary

Report 457 – New Hire Report for SSA

Report 500 – Non-EFT Tape Listing and Employee Non-EFT Net Pay Report

Report 506 – Bond Tape Listing

Report 507 – TSP Voucher

Report 818 – Fund Source 1

Report 6090 – Electronic Funds Transfer

Pay Period EFT Dataset

Pay Period Net Check Dataset

Pay Period TSP Datasets (Individual one created for each Center processed)

Pay Period E-Bond Dataset

Pay Period I-Bond Dataset

Pay Period NEBA Dataset

Pay Period New Hire Dataset

**CA00005 Payroll Final Reports**OPERATIONS OVERVIEW

This job produces the payroll final reports for the pay period.

OPERATIONS OWNER/USER

Consolidated Payroll Office.

EXECUTION SCHEDULE

This job is normally run immediately following Job CA00004.

DATA INPUTS

Input parameters for this job include the following.

Sequence for several processes, whether name or SSN.

For the bond status register and biweekly retirement report, whether the sequence should be by name, payblock and name, payblock and SSN, or SSN.

For Wage and Tax reports, whether terminated employees, all employees or totals only; and sort sequence from 8 choices.

For PCS, whether sort sequence by SSN, payblock & SSN or name.

For health insurance not paid, whether sort sequence of FEHB Code & name or FEHB code & SSN.

For tax withholding, whether FIT, FICA, or HIT; sort sequence of payblock and name or payblock and SSN.

For tax withholding, whether state, country, or city; time period of month, quarter, or annual.

Centers chosen.

SPECIAL INSTRUCTIONS

This job can be rerun with no data restore necessary.

OUTPUT VALIDATION AND PRODUCT CHECKLIST

The following reports are produced.

Report 104 – Health Insurance Not Paid

Report 107 – Limited Appointment Employees

Report 111 – Permanent Change of Station

Report 203 – Leave & Pay Processing

Report 301 – Bond Status Register

Report 302 – Bond Enrollment

Report 401 – Union Dues Report

Report 404 – Bond Request Register

Report 408 – State/County/City Taxes

Report 409 – SF1150 Record of Leave

Report 410 – Semi Annual Headcount

Report 415 – FIT/FICA/HIT Taxes

Report 418 – W2 Wage & Tax

Report 420 – Biweekly Retirement

Report 518 – Non-NPPS W2 Wage & Tax



***NECAPP1 Personnel Biweekly CAPPS Submissions***OPERATIONS OVERVIEW

This consolidated job transmits personnel status, transaction, and FTE actual usage data.

OPERATIONS OWNER/USER

Consolidated Payroll Office submits, however Agency Personnel located at MSFC are the users.

EXECUTION SCHEDULE

The job should be run after CA00004 and prior to CA00006.

DATA INPUTS

Centers are chosen.

SPECIAL INSTRUCTIONS

None.

OUTPUT VALIDATION AND PRODUCT CHECKLIST

Following are outputs for these jobs.

Datasets for transmittal

(Agency HiLevel Qualifier).TX

(Agency HiLevel Qualifier).STS

(Agency HiLevel Qualifier).ACTL

## ***NECAPP2 Personnel CAPPS Monthly Submissions***

### OPERATIONS OVERVIEW

This consolidated job transmits summary personnel status and transaction data.

### OPERATIONS OWNER/USER

Consolidated Payroll Office submits, however Agency Personnel located at MSFC are the users.

### EXECUTION SCHEDULE

This job should be run after CA00004 and prior to CA00006 for the last full pay period of each month (PAY CNTL: MONTH-TO-DATE = "Y").

### DATA INPUTS

Centers are chosen.

### SPECIAL INSTRUCTIONS

None.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

Following are outputs for this job.

Dataset for transmittal

(Agency HiLevel Qualifier).SF113A

## ***NECAPP3 Personnel CAPPS Quarterly Submissions***

### OPERATIONS OVERVIEW

This consolidated job transmits organization table data.

### OPERATIONS OWNER/USER

Agency Personnel support located at MSFC.

### EXECUTION SCHEDULE

This job is run on the quarter-end date.

### DATA INPUTS

Following are input parameters for this job.

Quarter number.

Centers chosen.

### SPECIAL INSTRUCTIONS

None.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

Following are outputs for this job.

Dataset for transmittal

(Agency HiLevel Qualifier).ORGNZTN

## ***NECAPP4 Personnel EOFY CAPPs Submissions***

### OPERATIONS OVERVIEW

This consolidated job transmits personnel status and transaction data.

### OPERATIONS OWNER/USER

Agency Personnel support located at MSFC.

### EXECUTION SCHEDULE

This job should be run following the last day of the fiscal year.

### DATA INPUTS

Following are input parameters for these jobs.

Pay Period Ending Date for the last full pay period ending in the fiscal year.

Centers chosen.

### SPECIAL INSTRUCTIONS

None.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

Following are outputs for these jobs.

Dataset for transmittal

(Agency HiLevel Qualifier).TX

(Agency HiLevel Qualifier).STS

(Agency HiLevel Qualifier).SF113A

***CA00024 CFC Installation-Unique Interface*****OPERATIONS OVERVIEW**

This non-consolidated job is run to read CFC transactions that have been placed in an external file and apply them to the employee master records.

**OPERATIONS OWNER/USER**

Consolidated Payroll Office.

**EXECUTION SCHEDULE**

This job is executed during the first new leave period of the Calendar year, using datasets provided by Centers utilizing this automatic interface.

**DATA INPUTS**

The external CFC interface file is input from a participating Center.

**SPECIAL INSTRUCTIONS**

After all CFC changes have been processed, the Payroll Normals Recomputation (CA00009) job should be executed.

**OUTPUT VALIDATION AND PRODUCT CHECKLIST**

Outputs are as follows.

Updated file - NPS2-PAY-MASTER

Report NAB6188 - CFC Transaction Interface Report

***CA00025 Child Support Biweekly New Hires***OPERATIONS OVERVIEW

This consolidated job produces a dataset and report of new hires within the last pay period. The dataset is transmitted to the National Health Directory of New Hires within the Office of Child Support Enforcement/Health and Human Services. This dataset is also created as a part of CA00004. Recreations of this dataset may be submitted separately using CA00025.

OPERATIONS OWNER/USER

Consolidated Payroll Office.

EXECUTION SCHEDULE

This job is available as an on-request process.

DATA INPUTS

The input parameters for this job are Centers chosen and Batch Number.

This is the Pay Period number preceded by zeroes with an option to input manually should a retransmission be necessary.

SPECIAL INSTRUCTIONS

None.

OUTPUT VALIDATION AND PRODUCT CHECKLIST

The following outputs are produced.

Child Support Enforcement Program Biweekly New Hire Report - 457

New Hire Dataset – (Agency Hi-Level Qualifier).NHIR.

**CA00026 Child Support Quarterly Wages**OPERATIONS OVERVIEW

This consolidated job produces a dataset and report of quarterly wages. The dataset is transmitted to the National Directory of New Hires within the office of Child Support Enforcement/Health and Human Services.

OPERATIONS OWNER/USER

Consolidated Payroll Office.

EXECUTION SCHEDULE

This job must be run after the last pay period in each quarter following CA00004 and prior to Initialization (CA00006).

DATA INPUTS

The input parameters for this job are quarter number, batch number and Centers chosen.

Quarter = 1 - Jan – Mar

Quarter = 2 - Apr – Jun

Quarter = 3 - Jul – Sep

Quarter = 4 - Oct – Dec

Batch numbers = pay period number preceded by zeroes with an option to input manually.

SPECIAL INSTRUCTIONS

None.

OUTPUT VALIDATION AND PRODUCT CHECKLIST

The following outputs are produced.

Child Support Enforcement Program Quarterly Gross Report - 458

Quarterly Wage Dataset – (Agency Hi-Level Qualifier).QWAG

**CA0027A/CA0027M ADMINSTAR Refresh****OPERATIONS OVERVIEW**

This consolidated job is run to send changes to the Adminstar system when an employee's personnel data and/or organization code changes.

CA0027A runs with the Adminstar 5.1 Release and runs modules RLBAS08 and RLBAS01X, producing the LEARNER, LOCATION and ORG files. CA0027M runs modules NEBAS08, NEBAS01A and RLB27QRY, producing the CA27QRY, LEARNER and ORG files.

**OPERATIONS OWNER/USER**

Consolidated Payroll Office.

**EXECUTION SCHEDULE**

This job is run every pay period following CA00004 and prior to CA00006.

**DATA INPUTS**

Centers are chosen as input to this job.

**SPECIAL INSTRUCTIONS**

None.

**OUTPUT VALIDATION AND PRODUCT CHECKLIST**

The following output is produced.

Datasets for transmittal to the AdminSTAR system – CA27QRY, LEARNER, ORG, LOCATION



## ***CA00045 California State Tax Quarter Tape***

### OPERATIONS OVERVIEW

This consolidated job is run to create a dataset for transmittal to the state of California to report withholding information for employees having taxes withheld for California.

### OPERATIONS OWNER/USER

Consolidated Payroll Office.

### EXECUTION SCHEDULE

This job is run every quarter, following CA00004 and prior to CA00006.

### DATA INPUTS

Centers chosen.

### SPECIAL INSTRUCTIONS

None.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

The following output is produced.

Dataset for transmittal to the state of California.

Round reel tape creation containing a copy of this dataset.

Report 545 – Quarterly California Tax Tape Statistics Report

**CA00014 Payroll Leave Year-End**OPERATIONS OVERVIEW

This consolidated job initializes the leave year-to-date data on the payroll master, produces leave year-end reports, deletes inactive employees from the master files if selected during the pay year-end process, and computes the projected annual leave balance and the NEBA Age for all active employees. There is a backup at the beginning of this job. These are accomplished in the following steps.

- Step 1 Updates for the leave year-end performed, including LWOP Hours reset
- Step 2 Inactive employees deleted from the files and summary report created
- Step 3 Update FEGLI year and recompute FEGLI age group for each employee
- Step 4 Donated Annual Leave History Report
- Step 5 Projected Annual Leave computation for all active employees
- Step 6 NEBA Age recalculation

OPERATIONS OWNER/USER

Consolidated Payroll Office.

EXECUTION SCHEDULE

This job should run just before initialization of the first full pay period of the calendar year, to initialize leave data for the new leave year.

DATA INPUTS

Following are the input parameters for this job.

Sequence of name or SSN (default equals SSN)

Effective year for Donated Leave

Centers chosen

SPECIAL INSTRUCTIONS

None

OUTPUT VALIDATION AND PRODUCT CHECKLIST

The following are output from this job.

- Step 1 Files updated - NPS2-PAY-MASTER and NPS2-PER-MASTER  
Report 6030 – Leave Year End Update

- Step 2 Files updated - NPS2-PAY-MASTER and NPS2-PER-MASTER  
Report 6032 - Inactive Employee Deletion
- Step 3 File updated - NPS2-PAY-MASTER
- Step 4 Report 109 - Donated Annual Leave History
- Step 5 File updated - NPS2-PAY-MASTER  
Report 6034 – Projected Leave at Beginning of Year
- Step 6 File updated - NPS2-MER-FILE  
Report 6010 – NEBA Age Update

## ***CA00015 Payroll Fiscal Year-End***

### OPERATIONS OVERVIEW

This consolidated job initializes military leave and other fiscal year-to-date data and computes prior year carryover for military leave in days.

### OPERATIONS OWNER/USER

Consolidated Payroll Office.

### EXECUTION SCHEDULE

This job is to be run just after initialization of the last full pay period in September to initialize data for the new fiscal year.

### DATA INPUTS

Centers chosen.

### SPECIAL INSTRUCTIONS

None.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

The following are outputs from this job.

NPS2-MER-FILE file updated

Report 6020 - Military Leave Fiscal Year End Report

***CA00020 Pay Year-End Update*****OPERATIONS OVERVIEW**

This consolidated job initializes the pay year-to-date data on the payroll master file and sets a flag that marks inactive employees for deletion at leave year-end (if the delete parameter is selected). Only NAB6050 executes in this job, and it produces a single report. A backup is taken at the beginning of this job.

**OPERATIONS OWNER/USER**

Consolidated Payroll Office.

**EXECUTION SCHEDULE**

This job must be run just before initialization of the last full pay period of the pay year in which employees receive payment.

**DATA INPUTS**

The input parameter for this job is the inactive employees marked for deletion flag set to Y or N, and the termination date to be used for selection if flag set to Y.

**SPECIAL INSTRUCTIONS**

None.

**OUTPUT VALIDATION AND PRODUCT CHECKLIST**

The following are outputs from this job.

Files Updated - NPS2-PAY-MASTER, NPS2-MER-FILE

Report 6050 - Update Pay Year-End Report

## **CA00021 Pay Year-End Reports**

### OPERATIONS OVERVIEW

This non-consolidated produces the pay year-end reports for printing to each Center. The specific steps performed are as follows.

- Step 1 CSRS annual retirement summary produced
- Step 2 FERS annual retirement summary produced
- Step 3 CSRS account report produced
- Step 4 FERS account report Produced
- Step 5 Quarterly federal tax report produced
- Step 6 LWOP hours “to be reset” report produced

### OPERATIONS OWNER/USER

Consolidated Payroll Office.

### EXECUTION SCHEDULE

This job should be run after the last full pay period of the pay year in which employees receive payment and before the pay year-end update job (CA00020) is run. This job should only be scheduled and executed in conjunction with other pay year-end processes.

### DATA INPUTS

Following are the inputs for this job.

### DATA INPUTS

Following are the inputs for this job.

Year End Delete: inactive employee delete option Y or N, termination date to be used for selection if option Y chosen

CSRS and FERS account: sorting sequence of name or payblock and SSN or SSN or payblock and name (default equals payblock and SSN)

Tax withholding: whether FIT, FICA, or HIT (default equals FIT); sorting sequence of payblock and name or payblock and SSN (default equals payblock and SSN)

### SPECIAL INSTRUCTIONS

None.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

The following reports are produced.

- Step 1 Report 416 – CSRS Annual Retirement Summary
- Step 2 Report 417 – FERS Annual Retirement Summary
- Step 3 Report 421 – CSRS Accounting
- Step 4 Report 422 – FERS Accounting
- Step 5 Report 415 – Quarterly Federal Tax Report
- Step 6 Report 433 – LWOP SCD Hours To-Be-Reset

**CA00022 Create Year-End SSA Tape**OPERATIONS OVERVIEW

This non-consolidated job produces the Social Security Administration (SSA) tape from programs NAB6040, NAB6041, NAB6042 and NAB6043.

OPERATIONS OWNER/USER

Consolidated Payroll Office.

EXECUTION SCHEDULE

This job must be run after the last full pay period of the pay year in which employees receive payment and before the pay year-end update job (CA00020) is run. This job should only be scheduled and executed in conjunction with other pay year-end processes and is usually run out of a separate "year end" database.

DATA INPUTS

The input parameter for this job is the report year for the summary report (default should equal current year).

SPECIAL INSTRUCTIONS

None.

OUTPUT VALIDATION AND CHECKLIST

The following output is produced.

SSA Year-End Dataset and Tape

Report 508 - Social Security Tape - S Record Statistics

Report 509 – F & T Record Statistical Report



## ***Personnel and Payroll Individual Reports***

### OPERATIONS OVERVIEW

Individual reports, as listed in Table C-4, are available as stand-alone on-request reports.

### OPERATIONS OWNER/USER

The jobs beginning with a prefix of 'CA' may only be run by the Consolidated Payroll Office. Those with a prefix of 'NA' are available to the individual Center Payroll Offices. The prefix of 'NE' denotes Center Personnel Office reports.

### EXECUTION SCHEDULE

The user may submit any of the reports based on personnel and payroll schedules.

### DATA INPUTS

The input criteria for each report are shown in Table C-4. These parameters include both sort sequences and selection criteria for the reports.

### SPECIAL INSTRUCTIONS

None.

### OUTPUT VALIDATION AND PRODUCT CHECKLIST

Each job produces one report. The job numbers are listed in Table C-4.

* Available Consolidated, User inputs Centers.			
JOB NUMBER	JOB NAME	WORK FILES	USER INPUT CRITERIA
CA00100* Or NA00100	T&A Reported Hours	8, 25	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Facility Code
CA00101 Or NA00101	Old vs New Normals	8, 5	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Facility Code
CA00102* Or NA00102	Net Pay/Vol Allot Reg	1, 5, 8	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Facility Code
CA00103* Or NA00103	Net Pay Register Non-Eft	1, 5, 8	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Facility Code
CA00104* Or NA00104	Health Ins Not Paid	5, 8	<u>Sort</u> 1. Name & FEHB Code 2. SSN & FEHB Code  <u>Selection:</u> Facility Code
CA00106* Or NA00106	Payroll Cash Awards	2, 1, 8	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Facility Code
CA00107* Or NA00107	Limited Appt Employees	1, 8	<u>Sort</u> 1. Name 2. SSN
CA00108 Or NA00108	Annual Award History	1, 8	<u>Sort</u> 1. Name 2. SSN
NA00109	Donated Annual Leave History	1, 8	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Effective Year

* Available Consolidated, User inputs Centers.			
JOB NUMBER	JOB NAME	WORK FILES	USER INPUT CRITERIA
CA00110 Or NA00110	Current Donated Leave	1, 8	<u>Sort</u> 1. Name 2. SSN
CA00111* Or NA00111	Permanent Change Of Station	1, 8	<u>Sort</u> 1. SSN 2. PB/SSN 3. Name
CA00112 Or NA00112	Mass CFC Suspense Reconciliation	8	None
CA00113 Or NA00113	Advance Pay Register	1, 8	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Facility Code
CA00114 Or NA00114	ICB Associated Business Publications Report	1, 8	None
CA00115 Or NA00115	ICB Cash Awards Listing	1, 8	<u>Sort</u> 1. Case Number / Name 2. Case Number / SSN 3. Name 4. SSN
CA00116* Or NA00116	Cash Award Royalties	5, 8, 26	<u>Selection:</u> YTD or Cum
CA00117* Or NA00117	Non-Personnel Action Cash Awards Edit Listing	5, 8	None
CA00118* Or NA00118	Non-Personnel Action Cash Awards Master Listing	5, 8, 26	<u>Sort</u> 1. Name 2. SSN
CA00119 Or NA00119	Time Off Award Register	5, 2, 8	<u>Sort</u> 1. SSN 2. Name 3. PB / SSN 4. PB / Name  <u>Selection:</u> Facility Code

* Available Consolidated, User inputs Centers.			
JOB NUMBER	JOB NAME	WORK FILES	USER INPUT CRITERIA
CA00200 Or NA00200	Master Employee Record	1, 2, 8	<u>Sort</u> A. Name B. SSN C. PB / Name D. PB / SSN  <u>Selection:</u> Facility Code
CA00201* Or NA00201	IMFH Transactions	1, 8	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Date
CA00202* Or NA00202	Payroll Register	1, 5, 8	<u>Sort</u> 1. Name 2. SSN  <u>Selection</u> Facility Code, and 1. All Detail and Totals, or 2. Individual SSN, or 3. Individual Payblock, or 4. Individual Payblock Totals Only 5. Center Totals Only
CA00203* Or NA00203	Leave & Pay Proc Info	8	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Facility Code
CA00204* Or NA00204	T&A Paid Hours	1, 8, 2	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Facility Code
CA00301* Or NA00301	Bond Status Register	5, 8	<u>Sort</u> 1. Name 2. PB/Name 3. PB/SSN 4. SSN  <u>Selection:</u> Facility Code

* Available Consolidated, User inputs Centers.			
JOB NUMBER	JOB NAME	WORK FILES	USER INPUT CRITERIA
CA00302* Or NA00302	Bond Enrollment Register	8, 25	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Facility Code
CA00303 Or NA00303	Work Yrs & Personnel Costs	8	<u>Selection:</u> Date Range for Terminating Employees
CA00304 Or NA00304	FTE Work Year	8, 25	None
CA00305 Or NA00305	FTE Pay Status / Zero Hours	8, 25	None
CA00306 Or NA00306	FTE Accessions	8, 25	None
CA00307 Or NA00307	FTE Separations	8, 25	None
CA00309* Or NA00309	OT/CT/Credit Hour	1, 8	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Facility Code
CA00310 Or NA00310	Overtime	8, 25	<u>Selection</u> Facility Code
CA00311 Or NA00311	Religious Comp Time	5, 8	<u>Sort</u> 1. Org / Name 2. PB / Name 3. PB / SSN
CA0311R Or NA0311R	Regular Comp Time	5, 8	<u>Sort</u> 1. Org + Name 2. Payblock + Name 3. Payblock + SSN
CA00312 Or NA00312	Credit Hours	7, 8	None
CA00313 Or NA00313	FTE Status Change	8, 25	None

* Available Consolidated, User inputs Centers.			
JOB NUMBER	JOB NAME	WORK FILES	USER INPUT CRITERIA
CA00314* Or NA00314	TSP Tape Report	1, 5, 6, 8	None
CA00315 Or NA00315	Leave Hour Status Report	8	<u>Sort</u> 1. Org Assign / SSN 2. Org Assign / Name 3. Name 4. SSN  <u>Selection</u> Facility Code and 1. All Active Employees, or 2. Only Employees in a Use or Lose Status
CA00400 Or NA00400	Health Benefits Register	8, 25	<u>Sort</u> 1. Name 2. SSN
CA00401* Or NA00401	Union Dues	5, 8	None
CA00402* Or NA00402	Combined Fed Campaign Register	1, 5, 8	<u>Sort</u> 1. Name & CFC Code 2. SSN & CFC Code
CA00403* Or NA00403	SF2812 WTH/Cont FEHB, FEGLI	1, 8, 25	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Facility Code
CA00404* Or NA00404	Bond Request Register	8, 15	<u>Sort</u> 1. Name 2. SSN
CA00405 Or NA00405	Full Time Equiv	8, 25	None
CA00406* Or NA00406	SF1166 Voucher / Sch Of Pay	1 - 11	None
CA00408* Or NA00408	State / County / City Tax W/H	8, 25, 26, 27	<u>Selection:</u> State/County/City & Month/Qtr/Annual
CA00409*	SF1150 Record Of Leave	7, 8	<u>Selection:</u> Facility Code

* Available Consolidated, User inputs Centers.			
JOB NUMBER	JOB NAME	WORK FILES	USER INPUT CRITERIA
CA00410* Or NA00410	Semi-Annual Headcount	8, 25	None
CA00413*	SF2806 CSRS Ind'I Retire	8	None
CA00414*	SF3100 FERS Ind'I Retire	8	None
CA00415* Or NA00415	Fed W/H Tax – FIT / FICA / HIT	8, 25, 26	<u>Sort</u> 1. SSN 2. Name 3. PB & SSN 4. PB & Name  <u>Selection</u> FIT, FICA, HIT
CA00416 Or NA00416	CSRS Annual Summ Ret Fund	8	None
CA00417 Or NA00417	FERS Annual Summ Ret Fund	8, 15	None
CA00418* Or NA00418	W2 Wage and Tax	5, 8	<u>Sort</u> 1. Inst, Facility, Dtysts, Org Assn, Name 2. Active/Inactive, Org Assn, Name 3. State, Name 4. Zip, Name 5. T&A Dist, Code, Name 6. Dtysts, Org Assn, SSN 7. Dtysts, Org Assn, Empnbr 8. Inst, Payblock, SSN  <u>Selection</u> 1. Term Employees 2. All Employees or Single SSN 3. Totals Pages Only (CPO option)
CA00419 Or NA00419	W-2 Checklist	5, 6, 7, 8	<u>Sort</u> 1. SSN 2. Name 3. PB + SSN 4. PB + Name

* Available Consolidated, User inputs Centers.			
JOB NUMBER	JOB NAME	WORK FILES	USER INPUT CRITERIA
CA00420* Or NA00420	Biweekly Retirement	5, 8	<u>Sort</u> 1. PB + SSN 2. SSN 3. Name 4. PB + Name
CA00421 Or NA00421	CSRS Accounting	5, 8	<u>Sort</u> 1. Name 2. PB + SSN 3. SSN 4. PB + Name
CA00422 Or NA00422	FERS Accounting	5, 8	<u>Sort</u> 1. Name 2. PB + SSN 3. SSN 4. PB + Name
CA00423 Or NA00423	Individual Pay Record Report	5, 8	<u>Sort</u> 1. Name 2. SSN PB + Name 3. PB + SSN  <u>Selection</u> Report Year, SSN if single emp.
CA00424 Or NA00424	Year-End Leave Report	8, 25	<u>Sort</u> 1. SSN 2. Name 3. Payblock + SSN 4. Payblock + Name  <u>Selection</u> Report Year, SSN if single emp.
CA00425 Or NA00425	Bond Semiannual Report	1, 8	<u>Sort</u> 1. Name SSN  <u>Selection:</u> Facility Code



* Available Consolidated, User inputs Centers.			
JOB NUMBER	JOB NAME	WORK FILES	USER INPUT CRITERIA
CA00426 Or NA00426	Annual Leave Liability & Other Leave Hr Balances	5, 8	<u>Sort</u> 1. Payblock + SSN 2. SSN 3. Name  <u>Selection:</u> PB Totals or Center Totals or Full Report
CA00427 Or NA00427	IRS Form 1099-Misc; with 1099 Checklist Report	5, 8	None
CA00428 Or NA00428	Posting List For ACI and Locality Pay Actions	2, 8	<u>Sort</u> 1. Payblock + Retirement Plan + Name + NOAC 2. Payblock + Retirement Plan + SSN + NOAC 3. Retirement Plan + Name + NOAC 4. Retirement Plan + SSN + NOAC  <u>Selection</u> Optional – Effective Date
CA00456* Or NA00456	NEBA Biweekly Summary	1, 2, 8	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> PPE Date
NA00500	Non-EFT Tape Listing	1, 5, 8	<u>Sort</u> 1. Name 2. SSN
CA00502 Or NA00502	Security Violations	8	<u>Selection</u> Date
NA00505	Gains and Losses	5, 8	None
CA00508*	Social Security Tape-S Records Statistics	1, 2, 3, 8	<u>Selection</u> Date
CA00509*	Social Security Tape - F&T Record Statistics	1, 2, 3, 8	<u>Selection:</u> Date
CA05101* Or NA00510	MER Tables Dump	1, 8	<u>Selection</u> Facility Code

* Available Consolidated, User inputs Centers.			
JOB NUMBER	JOB NAME	WORK FILES	USER INPUT CRITERIA
NA5101B	T&A IMFH Dump	1, 8	<u>Selection</u> Facility Code
CA00518* Or NA00518	W2 Wage and Tax Non-NPPS	5, 8	<u>Sort</u> 1. Name 2. SSN
CA00555	Leave and Earnings Statement Generation  {Any Employee With a Gross, Net, or Personnel Award Amount GT 0}	1, 2, 8	<u>Sort</u> ORG Assigned by Name 1. ORG Detailed/Located/ Assigned by Name 2. T&A Code by Name 3. T&A Code/ ORG Located/ ORG Assigned by Name 4. Name Only 5. ORG Located/ORG Assigned by Name  <u>Selection</u> • Remarks • Web Address
NA00556	Leave and Earnings Statement Full Print	8	None
NA00557	Leave and Earnings Statement Re-Print	1, 2, 8	<u>Selection</u> • Selected Employees or Sequence Numbers from CA00555 dataset • Pay Period Ending Date
CA00818* Or NA00818	Fund Source 1 Report	8	<u>Selection</u> • FTE YTD or Current Pay Period • CSRS, or FERS, or exclude CSRS & FERS, or All Emp's • Specific Organizations
CA05010	Administrative Transaction Report	1, 8	<u>Sort</u> 1. Name 2. SSN  <u>Selection:</u> Date
NA06090	EFT Tape Listing	1, 5, 6, 8	None

* Available Consolidated, User inputs Centers.			
JOB NUMBER	JOB NAME	WORK FILES	USER INPUT CRITERIA
NE00154	Employee Service Record	5, 8	<u>Selection</u> <ul style="list-style-type: none"> <li>All Active Emp's or an SSN or by Separation Date Range</li> <li>Facility Code</li> </ul>
NE00250	Probationary Appraisal	8, 25	<u>Selection</u> Beg and End Dates
NE00251	Within Grade Increase	8, 23	<u>Selection</u> Beg and End Dates
NE00252	Retention Register	5, 8, 6	<u>Selections:</u> <ul style="list-style-type: none"> <li>RIF Cutoff Date</li> <li>RIF Effective Date</li> <li>Sort by Name or SSN</li> <li>Facility Code</li> <li>Single Agency Code</li> <li>If 2<sup>nd</sup> Installation - Code</li> <li>All Active or by NCC or by Org. Assigned or by Occupational Code or by Competitive Area</li> </ul>
NE00255	Retention Register Lite	5, 8	<u>Selections:</u> <ul style="list-style-type: none"> <li>RIF Cutoff Date</li> <li>RIF Effective Date</li> <li>Sort by Name or SSN</li> <li>Facility Code</li> <li>Single Agency Code</li> <li>If 2<sup>nd</sup> Installation - Code</li> <li>All Active or by NCC or by Org. Assigned or by Occupational Code or by Competitive Area</li> </ul>
NE00350	Basic Personnel Data	5, 8	<u>Sort</u> <ol style="list-style-type: none"> <li>Name</li> <li>SSN</li> </ol> <u>Selection:</u> Facility Code
NE00351	Personnel Register	1, 8	<u>Selection</u> Facility Code
NE00352	Installation Strength	8	None
NE00353	Personnel Statistics	8, 10, 15, 25	<u>Sort</u> <ol style="list-style-type: none"> <li>Org</li> <li>NCC</li> <li>Pay Plan</li> </ol>

* Available Consolidated, User inputs Centers.			
JOB NUMBER	JOB NAME	WORK FILES	USER INPUT CRITERIA
NE00354	Freedom Of Info Listing	5,8	<u>Sort</u> 1. Name 2. Org Assigned
			•
NE00364	Full Tables	8	<u>Selection</u> All Personnel, All Payroll, All Appendix, All Control Tables or Select by Individual Table
NE00365	Suspense (Tickler)	5, 8	<u>Selection</u> Beginning Date, Facility Code
			•
NE00369	Supervisory Prob Appraisal	8,25	<u>Selection</u> Beg and End Dates
NE00372	SES Probationary Appraisal	8, 25	<u>Selection</u> Beg and End Dates
NE00373	Personal Data Verification	8	<u>Sort</u> 1. Name 2. Org Assigned, Name
NE00460	CAPPS Status Data Report	8	None
NP000DG	Print Data Glossary	1, 8	None

Table C-4 Single Report Jobs

**CPO Unique Batch Jobs**

<b>JOB NUMBER</b>	<b>JOB NAME – FUNCTION</b>	<b>WORK FILES</b>	<b>USER INPUT CRITERIA</b>	<b>UNIQUE MODULES</b>
CABWAJ4	CPO Biweekly After Job 4 String of Reports	Various per Rpts	Various per Reports	AGB201PP
CABWMS4	CPO-MSFC BiWeekly After Job 4 String of Reports	Various per Rpts	Various per Reports	N/A
CA0H328	HQ Only – FAST Tape Generation Pgm	1, 2, 8, 25	None	RNF328RA
CA0H406	HQ Only – SF1166 Voucher Report	1-11	None	TRW406 series
CALEBLK	L&E Reprint w/o Overlay to CPO Ptr	1, 2, 8	<u>Selection</u> <ul style="list-style-type: none"> <li>Selected Emp's or Sequence #s from CA00555 dataset</li> <li>Pay Period Ending Date</li> </ul>	N/A
CAW2LTR	W2 Address Letters	5, 8	None	AGPMAIL, *MMAIL – Center Maps
CA00SSN	Center Info by SSN	1, 3, 8	<u>Employee SSN</u>	SSNQRY
CA00RTN	Financial Institution Routing Number Query	1, 3, 8	<u>Routing Number</u>	RTNQRY
CA0020B	CPO 201 Report with no Batch Transactions	1, 8	<u>Sort</u> <ol style="list-style-type: none"> <li>Name</li> <li>SSN</li> </ol> <u>Selection:</u> Date & Centers Chosen	AGB201
CA00513	SF2806 CSRS Retirement Card	8	<u>Selection</u> <ol style="list-style-type: none"> <li>Only separating employees</li> <li>All employees</li> <li>By single SSN</li> </ol>	AGB513 AGM513 AGO513P
CA0513C	SF2806 CSRS Retirement Card – Prints inside CPO with no overly form	8	<u>Selection</u> <ol style="list-style-type: none"> <li>Only separating employees</li> <li>All employees</li> <li>By single SSN</li> </ol>	AGB513 AGM513 AGO513P

JOB NUMBER	JOB NAME – FUNCTION	WORK FILES	USER INPUT CRITERIA	UNIQUE MODULES
CA00514	SF3100 FERS Retirement Card	8	<u>Selection</u> 1. Only separating employees 2. All employees 3. By single SSN	AGB514 AGM514 AGO514P
CA0514C	SF3100 FERS Retirement Card – Prints inside CPO with no overly form	8	<u>Selection</u> 4. Only separating employees 5. All employees 6. By single SSN	AGB514 AGM514 AGO514P
CA408MO	Monthly State/ County/ City Tax Withholding	8, 25, 26, 27	Centers, State/County/City, Month/Qtr/Annual	N/A
CA418W2	Print of Single W2 to CPO Ptr - plain paper	5, 8	Employee SSN	N/A
CAQTNAS	Consolidated Quarterly Jobs run or simply reprinted: 45, 111, 116, 408, 415, 418, 508, 518	Various	Centers & other various per Jobs	N/A
CAQTNON	Center Specific Quarterly Jobs: 419 & 427	Various	Various per Jobs	N/A
NA06202	Payroll Register – 6 different runs, by PB	1,5,8	<u>Sort</u> 1. Name 2. SSN  <u>Selection</u> Facility Code, and 1. All Detail and Totals, or 2. Individual SSN, or 3. Individual Payblock, or 4. Individual Payblock Totals Only 5. Center Totals Only	N/A

<b>JOB NUMBER</b>	<b>JOB NAME – FUNCTION</b>	<b>WORK FILES</b>	<b>USER INPUT CRITERIA</b>	<b>UNIQUE MODULES</b>
NA0818F	Fund Source 1 Report – Fiscal Year to date	8	<u>Selection</u> • FTE YTD • All Emp's	N/A
NA02818	Fund Source 1 Reports – each run with one of 2 different selections – FY or PP	8	<u>Selection</u> • FTE YTD or Current PP • All Emp's	N/A
NA05818	Fund Source 1 Reports – each run with one of 5 different selections	8	<u>Selection</u> • FTE YTD or Current PP • CSRS, or FERS, or exclude CSRS & FERS, or All Emp's	N/A
NABWAJ1	Center specific BiWeekly After Job 1 String of Payroll Reports	Various per Reports	Various per Reports	N/A
NABWAJ3	Center specific BiWeekly After Job 3 String of Payroll Reports	Various per Reports	Various per Reports	N/A
NABWAJ5	Center specific BiWeekly After Job 5 String of Payroll Reports	Various per Reports	Various per Reports	N/A
NABWCPY	Center specific BiWeekly copy of Datasets to Transient Storage	Various	None	N/A
NAPR557	Old L&E Reprint Option (old form)	1, 2, 8	<u>Selection</u> • Selected Emp's or Sequence #s from CA00555 dataset • Pay Period Ending Date	AGB557

JOB NUMBER	JOB NAME – FUNCTION	WORK FILES	USER INPUT CRITERIA	UNIQUE MODULES
NAQR423	Quarterly Individual Pay Record Report-all	5, 8	<u>Sort</u> 1. Name 2. SSN 3. PB + Name 4. PB + SSN  <u>Selection</u> Report Year, SSN if single emp.	N/A
NA0FTP5	Center specific Job to Transmit Payroll Reports After Job 5	Various	N/A	N/A
NA0YRND	Center Specific Set of Payroll Reports to be run at Yearend	Various	Various per Reports	N/A
NEBWCPY	Center Specific BiWeekly copy of Personnel Datasets to Transient Storage	Various	N/A	N/A
NEBWOR1	Center Specific Set of Personnel Reports to be run On-Request	Various	Various per Reports	N/A
NRPTDIS	Core Report Distribution	8	None	AGBRPDIS



**External Interfaces**

<b>JOB NUMBER</b>	<b>JOB DESCRIPTION</b>	<b>INTERFACE LOCATION OR APPLICATION</b>	<b>TRANSMISSION VIA</b>
CAEE014 **	Daily Employee Express – Transaction Dataset	From OPM, Macon, GA	NDM of Datasets
CAEE002 **	Biweekly Employee Express–Extract Dataset	To OPM, Macon, GA	NDM of Dataset
CAEE006**	Biweekly Employee Express L&E Datatsets	To OPM, Macon, GA	NDM of Datasets
CA00022*	SSA YearEnd Tape Creation – Datasets and Tapes to Deliver	Social Security Administration	Fed-Ex Tape Cartridge
CA00024*	CFC Interface (MSFC & LARC) – Transaction Dataset	To NAPROD from Center LPARs	Transient Storage Pool
CA00027*	AdminStar – Datasets	CAPPS Application	NAPROD
CA00045*	California Quarterly Tax – Round Reel tape	State of California	Federal Express
NAPROD1	Transmission of EFT/Non-EFT Datasets	US Treasury - Austin, TX – w/in 1 hr. Control Rpts sent to NAPROD	NDM
NAPROD2	Transmission of Bonds Dataset	Regional Finance Ctr, Pittsburgh, PA	NDM
NAPROD3	Submission of NECAPP1/NECAPP2	CAPPS Application	NAPROD
NAPROD4	Transmission of TSP Dataset	National Finance Ctr, New Orleans, LA	NDM
NAPROD5	Transmission of NEBA Dataset	Anthem Health, NJ	Fed-Ex Round Reel Tape
NAPRO25	Transmission of Biweekly New Hire Dataset from CA00004 or CA00025	SSA, Dept. of HHS – w/in 48 hrs – Error Files are returned to NAPROD	NDM
NAPRO26	Transmission of Quarterly Wage Dataset from CA00026	SSA, Dept. of HHS - w/in 48 hrs – Error Files are returned to NAPROD	NDM
NAPRO45	Re-Transmission of Quarterly CA Tax	State of California	Fed-Ex of Round Reel Tape
NECAPP1*	Biweekly CAPPS Datasets	CAPPS Application	NAPROD
NECAPP2*	Monthly CAPPS Datasets	CAPPS Application	NAPROD

<b>JOB NUMBER</b>	<b>JOB DESCRIPTION</b>	<b>INTERFACE LOCATION OR APPLICATION</b>	<b>TRANSMISSION VIA</b>
NECAPP3*	Quarterly CAPPS Datasets	CAPPS Application	NAPROD
NECAPP4*	Fiscal Year CAPPS Datasets	CAPPS Application	NAPROD
TSO APCTAALL	Load of Center Time & Attendance Datasets	On NAPROD or Center LPARs	Transient Storage Pool
Several	Center Database File Loads & Unloads	Between NAPROD & Center LPARs	ADABAS Utilities & Transient Storage Pool
Several	Center Unique Personnel Batch Interfaces to File #238	To NAPROD from Center LPARs	Transient Storage Pool or resident on NAPROD

\* See Separate Section in this Appendix.

\*\* See Employee Express ICD.

**Forms Utilized**

<b>FORM NUMBER</b>	<b>FORM TITLE</b>	<b>GENERATED OR USED VIA</b>	<b>NPPS JOB NUMBER</b>
OPM Standard Form 50	Notification of Personnel Action	Generated – Xerox	NE0SF50, NE00400
OPM Standard Form 52	Request for Personnel Action	Generated – Xerox	NE0SF52, NE00410
OPM 1150	Record of Leave Data	Generated – Xerox	CA00005
OPM 1523	Semi-Annual Headcount	Generated – Xerox	CA00005, CA00410
OPM 2806	CSRS Retirement Card	Generated – Xerox	CA00513
OPM 3100	FERS Retirement Card	Generated – Xerox	CA00514
NPPS Form LE1	NASA Leave & Earning Statement	Generated – Xerox	NA00556, NA00557
NPPS Form TSP2	Federal Retirement Thrift Savings Plan	Generated – Xerox	CA00004, CA00314

***CPO Modifications to Core***

Until a more appropriate solution is found, the following modules ARE modified in the NAPROD environment upon release:

- NPO0000 and NPM0000 – See “Main Menu Processing” section at the beginning of UOG Appendix C.
- NCC201 – See “CPO Unique Jobs” section, job CA0020B. The change to this module is necessary to allow the CPO Unique 201B report to reflect the “B” in its header and distinguish it from the core 201. See CNPPS 1620 20000026 folder for more details.

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